# **SNS Supply Chain Dashboard**

Quick Reference for Project Areas and State Stockpiles Weekly Data Entry



Reports Data Collection Global Admin System Admin Logout Close

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## **Entering Weekly Data for Project Areas and State Stockpiles**

The following instructions explain how to enter the quantity on hand and available for deployment in project areas and state stockpiles.

- Click <u>Data Collection</u> in the navigation panel and then click <u>Weekly Data Entry</u>.
- In the Provider field, select Project Areas – State Stockpile
- In the Date as of field, specify the date (Wednesday only) for which you are entering data.

Do one of the following:

- Enter the date in mm-dd-yyyy format.
- Click in the field to display a calendar, and then select the date.
- Click on the calendar object to display a calendar, and then select the date.
- In the Copy From Date field, specify the date you want to copy data from.

Do one of the following:

- Enter the date in mm-dd-yyyy format.
- Click in the field to display a calendar, and then select the date.
- Click on the calendar object to display a calendar, and then select the date.

5. Click the button. The form to enter the data displays.



- For each countermeasure, enter the current supply in the Supply Qty field.
- 7. Click the save button. The system saves the information you entered.
- 8. Click the **Close** button to exit the system.

#### **Quick Tips**

#### Logging in to CIT

- Access Secure Data Network (SDN) at <a href="http://sdn.cdc.gov">http://sdn.cdc.gov</a> and type your challenge phrase.
- 2. The SDN Activity Page displays.
- Select SNS Supply Chain
   Dashboard. The Purpose and
   Confidentiality Statement page
   displays. Follow the instructions to
   access the page.

**Note**: If you do not have a SDN digital certificate, contact the PHIN Helpdesk using the contact information in the next section of this Reference sheet.

## **Getting Help**

Click <u>Help</u> on the navigation panel and then click <u>Online Help</u> to display the online help system.

**Note**: You may also access the Online Help system by clicking the

Need Help? link at the top of each screen in the application.

Contact the PHIN Help Desk
 Phone: (800) 532-9929
 Email: PHINTech@cdc.gov
 Hours: M – F 8:00 A.M. – 8:00 P.M.
 Eastern Time

#### NOTE:

Weekly data represents the current available supply and reflects on-hand, available product that is not committed to customers. In addition, Distributors and Retailers can enter their order fill rating, which reflects their timeliness to fill orders. SNS users can enter the estimated weekly prescription totals.